

STATE ASSESSORS BOARD COURSE 2

Course 2 is a 2-week course for persons wanting to become knowledgeable in the assessment field and wish to pass the level 2 state certification examination. The exam will be offered on the last day of the course.

A ruler, scale, protractor, and a **SILENT** battery operated calculator are needed for the course.

COURSE OUTLINE

WEEK 1

Taxable Value
Required Reports
Board of Review
Equalization
Farm Property
Forest/Timberlands
Real Property Descriptions
Cost Approach
Personal Property
Special Assessments
Commercial Property
Industrial Property

WEEK 2

Local Government Finance/Property Taxation
Property Tax Law/Tax Calendar
Valuation Concepts
Assessment Administration/Public Relations
SAB/MTT/STC/SBA
Vacant Land Valuation
Mass Appraisal/Computer
Sales Comparison Approach
Income Approach

<u>DATE/TIME</u>	<u>LOCATION</u>	<u>DATES/TIMES</u>	<u>LOCATION</u>	<u>FEES</u>
May 3, 2004 (8:00 a.m. – 4:00 p.m.)	Delta Township Administration Building 7710 W. Saginaw Hwy. Lansing, MI 48917 (517) 323-8520	May 4-7, 2004 May 17-21, 2004 (8:00 a.m. – 4:00 p.m.)	Michigan Townships Association Building 512 Westshire Dr. Lansing, MI 48906 (517) 321-6467	\$400 course fee *\$25 exam fee *\$5 property tax law *\$180 training manual (volumes 1-4)

PLEASE REGISTER 2-3 WEEKS IN ADVANCE

Course 1 will be offered November/December 2004

Acct. # 110-94-106

STATE ASSESSORS BOARD COURSE 2 REGISTRATION

NAME: _____

ADDRESS: _____

CITY/ZIP (REQUIRED): _____

TELEPHONE (8:00 a.m. – 5:00 p.m.): (_____) _____

PLEASE CHECK ONE

_____ I ALREADY HAVE THE UPDATED TRAINING MANUALS IN MY POSSESSION

_____ *I ONLY NEED THE TRAINING MANUAL UPDATES

_____ I HAVE RECENTLY ORDERED THE TRAINING MANUALS

_____ PLEASE BRING A SET TO THE CLASS FOR ME TO PURCHASE THE 1ST DAY

**(WILL ONLY BE DONE IF YOU REGISTER LESS THAN 3 WEEKS BEFORE CLASS
BEGINS...THESE ARE 1,700+ PAGES AND A LOT FOR THE INSTRUCTOR TO TAKE
IF NOT NEEDED)**

Enclose fee of \$400, check or money order payable to STATE OF MICHIGAN. Return fee with registration to: State Assessors Board, 1st Floor Treasury Building, 430 W. Allegan, Lansing, MI 48922. If you have any questions please call (517) 373-8320.

*** Separate form required – contact State Assessors Board for form.**